

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 28 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library system is financed primarily through property taxes.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>
Total Appropriation	10,150,819	10,621,537	11,195,743	11,541,840
Total Revenue	10,333,803	10,225,621	11,064,124	11,265,213
Fund Balance		395,916		276,627
Budgeted Staffing		200.1		203.4
<u>Workload Indicators</u>				
Circulation	2,793,457	2,950,000	2,823,194	2,810,000
Reference	447,575	405,000	548,465	515,000
Branches	28	28	28	28
Total Branch Hours	62,312	66,600	66,600	66,600
Patron Visits	2,374,850	2,250,000	2,706,958	2,700,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staff has a net increased of 3.3 positions. Increases in staff are as follows: 2.5 Librarian I's to support the grant funded Learning, Information, Technology and Education (LITE) Center at the Apple Valley Branch Library; 1.0 Library Associate to staff the high desert's mobile unit; 1.0 Programmer I to assist the Library with its transition to an entirely PC based environment; and 0.4 Library Assistant I to help with workload demands. These increases are partially offset by a 1.6 decrease in staff resulting from the action described below (see Program Changes).

PROGRAM CHANGES

On May 1, 2001, the Board approved the transfer of County Archives and Records Management from County Library to the Auditor/Controller-Recorder. In accordance with this action, 1.0 Librarian I and 0.6 Public Service Employee have been deleted from the Library's 2001-02 budget. Effective July 1, 2001, the Auditor/Controller-Recorder's office assumed responsibility for managing these two functions. That office also received \$82,300 of Board-approved general fund support to finance the County Archives function.

Construction of a new library facility in Apple Valley is expected to commence during 2001-02. Accordingly, County Library has included \$450,000 in its budget for this purpose. An approved federal grant in this same amount will be used to finance a portion of construction. County Library has also obtained a loan from the state (approximately \$2 million) that will be used to finance the balance of this project.

COUNTY LIBRARY

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND : Special Revenue SAP-CLB

FUNCTION: Education
ACTIVITY: Library

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	5,973,175	6,022,012	6,190,839	253,782	6,444,621
Services and Supplies	5,171,733	4,694,483	4,861,575	(534,851)	4,326,724
Central Computer	144,741	144,506	144,506	14,989	159,495
Structures & Improvements	25,768	50,000	50,000	400,000	450,000
Equipment	209,546	40,000	40,000	12,000	52,000
Transfers	-	-	-	532,000	532,000
Total Expenditure Authority	11,524,963	10,951,001	11,286,920	677,920	11,964,840
Less:					
Reimbursements	(329,220)	(329,464)	(329,464)	(93,536)	(423,000)
Total Appropriation	11,195,743	10,621,537	10,957,456	584,384	11,541,840
<u>Revenue</u>					
Taxes	6,935,031	6,904,640	6,904,640	333,973	7,238,613
Current Services	763,225	670,000	670,000	55,300	725,300
State, Federal or Gov't Aid	2,095,508	2,004,077	2,422,296	58,704	2,481,000
Other Revenue	888,060	264,604	264,604	255,696	520,300
Other Financing Sources	382,300	382,300	300,000	-	300,000
Total Revenue	11,064,124	10,225,621	10,561,540	703,673	11,265,213
Fund Balance		395,916	395,916	(119,289)	276,627
Budgeted Staffing		200.1	198.5	4.9	203.4

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits	231,127	MOU, 7% Tier, Workers Comp, Retirement
	(62,300)	Board approved transfer of the Archives function from the Library to Auditor Controller. Includes 1.0 Librarian I and .6 PSE.
Services and Supplies	187,092	Inflation, Risk Mgmt Liabilities
	(20,000)	Archives Transfer
Subtotal Base Year Appropriation	335,919	
Revenue	418,219	Increase in property tax revenues to offset additional departmental costs
	(82,300)	Decrease in operating transfer from Gen. Fund to finance Archives
Subtotal Base Year Revenue	335,919	
Subtotal Base Year Local Cost	-	
Total Appropriation Change	335,919	
Total Revenue Change	335,919	
Total Fund Balance Change	-	
Total 2000-01 Appropriation	10,621,537	
Total 2000-01 Revenue	10,225,621	
Total 2000-01 Fund Balance	395,916	
Total Base Budget Appropriation	10,957,456	
Total Base Budget Revenue	10,561,540	
Total Base Budget Fund Balance	395,916	

COUNTY LIBRARY

Board Approved Changes to Base Budget

Salaries and Benefits	50,000	Programmer needed in transition to a PC environment
	83,782	Two (2) Librarian I's for grant funded literacy program
	20,945	Librarian I position at Apple Valley branch for 1/2 year to assist with the literacy center
	35,372	Library associate to staff mobile unit in the high desert
	63,683	Cost of reclassing some of the Library's PSE positions to regular County positions
	<u>253,782</u>	
Services and Supplies	(184,989)	Decrease in non-inventoriable equipment
	126,000	Projected utilities increase
	123,191	Increase in professional services
	(35,000)	Decrease in custodial contract expenses
	(25,000)	Decrease in general maintenance-structures
	(532,000)	Reclass - Rents & leases are now paid through inter-departmental transfer
	(7,353)	Net decrease of all other activity in this category
	300	Increase in services & supplies to offset revenue from fee increases
	<u>(534,851)</u>	
Central Computer	14,989	
Structures/Improvements	400,000	Begin construction of Apple Valley library facility
Equipment	12,000	2 additional servers to enable Library circulation system to move to total PC environment
Transfers	532,000	Reclass - Rents & leases are now paid through inter-departmental transfer
Reimbursements	(185,000)	Funding for professional svcs related to the new Bloomington Library construction project.
	91,464	Reclass - Federal e-rate revenues now being recorded in other revenue rather than reimbursements
	<u>(93,536)</u>	
Total Appropriations	<u>584,384</u>	
Revenues		
Taxes	333,973	Increase represents approximately 5% from prior year due to growth in assessed valuation
Current Services	55,300	\$55,000 from increased video rentals made through branch libraries; \$300 from fee increases
State and Federal Aid	26,923	Increases in State funding to public libraries
	450,000	Federal grant funding for construction of Apple Valley library facility
	(418,219)	Revenues transferred to base year adjustments to fund MOU and inflation increases
	<u>58,704</u>	
Other Revenue	32,600	Reclass - Federal e-rate revenues now being recorded in other revenue rather than reimbursements
	244,000	The 2001-02 amount is \$58,864 less than prior year (\$91,464 - \$32,600)
	(20,904)	Anticipated ongoing funding from the Children and Families Commission
	<u>255,696</u>	Elimination of reimbursement for administering the Records management function
Total Revenues	<u>703,673</u>	
Fund Balance	<u>(119,289)</u>	